

Michael Dipietro

Comptroller

Comptroller
Brookline Town Hall
333 Washington Street
2nd floor
Brookline, MA 02445
617-730-2022

Hours of Operation

Monday-Thursday 8:00-5:00

Friday 8:00-12:30

The Comptroller's Office operates within the Department of Finance. The Department is responsible for maintaining and administering a financial accounting and management information system that provides accurate, complete, and timely information pertaining to all financial activities of town departments, agencies, commissions, and authorities. The Comptroller is responsible for oversight of fiscal compliance with all local, state, and federal statutes, regulations, and other mandates, as well as adherence to Generally Accepted Accounting Principles (GAAP) and sound internal control procedures as prescribed by Generally Accepted Governmental Auditing Standards (GAGAS).

Other responsibilities include certification of availability of funds prior to contract acceptance by the Town; detailed records, as prescribed by statute, of all unauthorized, issued, and outstanding debt and debt service; periodic state-mandated reporting requirements including quarterly cash reconciliation's, "free cash" certification, debt limit reporting, the 54-page Schedule A report, the all funds balance sheet, and the annual certified Single Audit report; and

Audit Committee administration.

Additionally, the Department is responsible for internal control review and audit administration; all federal, state, local, and private grants, gifts, bequest, and similar trust and agency type funds; a vendor payment program including review, audit, payment preparation, and disbursement authorization; custody and control of all vendor contracts and surety; and maintaining a system of appropriation/expenditure control to prevent illegal over-expenditures.